



AMERICAN MEDICAL RESPONSE

Clinical Education Services Specialist

POSITION SUMMARY

The purpose of this position is to provide the Pre-hospital Care staff with the support, information, and equipment necessary to provide high quality Pre-hospital care. The Training and Development Specialist manages various programs of training and education including but not limited to Health and Safety training and orientation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The internal challenges require measuring technical compliance of contracts and agreements of newly acquired companies, producing clinical excellence through cooperation with the training, education, and risk management functions while commonly integrating new and perhaps vastly different cultures. The Specialist is also challenged to quickly and efficiently communicate opportunities for improvement to the General Manager and CES Coordinator, and other support disciplines such as human resources, materials management, and marketing.

Employee Performance

- * Providing quality service and patient care
- * Managing risk components
- * Securing business with customers
- * Effective utilization assets and billing and collecting Accounts Receivable

Operational

- * Instruction and coordination of orientation
- * Coordinates Training Department initiatives, calendar of events, assets, continuing education classes and documentation
- * Instruction of core classes or programs to all employees
- * Maintains all training and continuing education records

NONESSENTIAL JOB DUTIES:

- * Perform other duties as assigned

MINIMUM QUALIFICATIONS:

- * Three years full-time experience as an EMT-basic
- * One year experience as an Instructor, Preceptor or Field Training Officer
- * Accreditation in the counties of employment (within 90 days)
- * Valid driver's license
- * Working knowledge of computer and filing systems

PREFERRED QUALIFICATIONS:

- * Two years experience as a licensed Paramedic or one year of Paramedic experience with 2 years of administrative assistant or secretarial experience
- * BA or BS in Business or healthcare related field
- * BLS, ACLS, PALS/PEPP, BTLS/PHTLS Instructor certificates
- * Trainer or instructor experience
- * Ability to conduct statistical analyses via computer
- * General management experience including financial management and employee supervision
- * Basic financial understanding

To apply contact Jodonn P. Diaz, Human Resources Generalist at (858) 492-3540 or e-mail jodonn.diaz@amr.net. Applications can be found at www.amr.net or at 8808 Balboa Avenue, Suite 150, San Diego, CA 92123. Resumes will not be accepted in lieu of an application.

It is the policy of AMR to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, gender, age, ancestry, sexual orientation, veteran status, marital status, or disability.